

INFORMATION PACKS:

Position Title:	Administrative Officer - General Office		
Eligibility Criteria:	Open to Nationals Only	Location:	Surabaya
Position Type:	Fix Term Position	Term:	24 Months, with possibility of extension
Reporting To:	Operations Manager		
Staff:		Est Start Date:	1 October 2019

1. BACKGROUND OF THE PROJECT AND ASSIGNMENT

The Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA) is a multi-year development program working to accelerate poverty reduction through inclusive economic growth.

PRISMA adopts a market systems development approach by partnering with key-stakeholders to improve agriculture market efficiency and sustainably benefit the poor. The program aims to achieve an income increase for a total of 1,000,000 smallholder farming households by 2023. It operates in six provinces of Central Java, East Java, West Nusa Tenggara (NTB), East Nusa Tenggara (NTT), West Papua, and Papua.

2. PURPOSE OF THE POSITION

The position is required to provide the necessary formalities to allow Advisor staff to work and travel in Indonesia. Under the direction of the Operations Manager, the Administrative Officer (General Office) will assist Palladium in facilitating all necessary visa and work formalities as well as undertaking general administrative tasks required to support the program.

3. ROLES AND RESPONSIBILITIES

The Administrative Officer General Office will undertake the following tasks:

3.1. EXPATRIATE FORMALITIES

Provide support and assistance to the Palladium Corporate field staff (Project manager and Associate) in the following tasks:

1. Prepare all necessary documents for the application of the necessary visas, work permits, and other legally required formalities necessary for the long-term Advisors as directed by Palladium Corporate staff.
2. Liaise with the agent appointed by Palladium to assist in processing all necessary formalities
3. Support in all expatriate formality tracking systems to ensure all documents are valid and sufficient time is given for extensions as required

4. Apply for non-visa related formalities directly with the associated institution
5. Keep detailed log books of visits to relevant institutions
6. Notify the Operations Manager, Chief of Operations, and relevant Palladium staff of any issues related to the preparation and administration of expatriate formalities
7. Managing the off-line leave tracking for Long-Term Advisors, including inputting of leave information and advising Palladium Corporate of staff leave status for follow-up action
8. Getting sign-off of LTA timesheets with the CEO
9. Provide support in managing and liaising with LTA regarding insurance registration and claims

3.2. GENERAL ADMINISTRATIVE TASKS

Under the direction of the Operations Manager, provide support and assistance to the PRISMA 2 Office in the following tasks:

1. Undertake general administrative duties for Invoice Management
 - Posting invoices from vendors in admin into the system
 - Coordinate support documents for payment to AO Event, AO Procurement and Office Coordinator for all invoices related event and procurement
2. Undertake administration support for Admin filing System specifically for procurement and events including:
 - Ensure the filing system in admin is well structured
 - Coordinate with other admin both in Surabaya and Provincial office for the filing, and ensure the files are properly saved in the server and in line with the PRISMA file structure
 - Updating structure file in Admin if any changes, and share it to the Admin team
 - Follow up to scan documents and file as required
 - Providing and analysing data from Admin file based on request
 - Ensuring file system procurement, PO and Contract for exit strategy program

4. KEY SELECTION CRITERIA

Essential skills and experience:

- Minimum a Bachelors' degree in a relevant field.
- Minimum 5 years of experience in handling administration duties in an organisation of similar size and scale.
- Experience in expatriates' formalities
- Understand how to maintain file system
- Proven ability in handling multiple tasks effectively under heavy time and work pressure.
- Proven ability to plan and manage schedules, files / database and working materials as well as to maintain confidentiality of documents and information.
- Warm personality with strong communication and interpersonal skills to effectively deal with clients and stakeholders from diverse backgrounds.
- Problem solver and Attention to detail
- Fluency in English and Bahasa Indonesia.
- Ability to work effectively with Microsoft Office applications.
- Ability to work under pressure
- Responsive

- Proactive, creative and analytical thinking
- Lobbying & Negotiation skills

5. FUNCTIONAL RELATIONSHIPS

The Administrative Officer is part of the Program Administration Team and reports to the Operations Manager, and

1. Works closely with Palladium Corporate team for PRISMA-2 on Expat Formalities
2. Ultimately is responsible to the Chief of Operations

6. APPLICATION

Application close on **31 August 2019**.

CV and Application

Read the full details and how to apply here [Administrative Officer - General Office](#) or if you have any difficulty to apply via website please submit your CV and application addressing the key selection criteria noted at Item 4 above.

Emails should be sent to recruitment@aip-prisma.or.id noting "Position - your name" in the email subject line.

Notes:

- Curriculum Vitae to be no more than seven (7) A4 pages
- Please include two (2) referees with your CV
- Indonesian nationals and female candidates are encouraged to apply